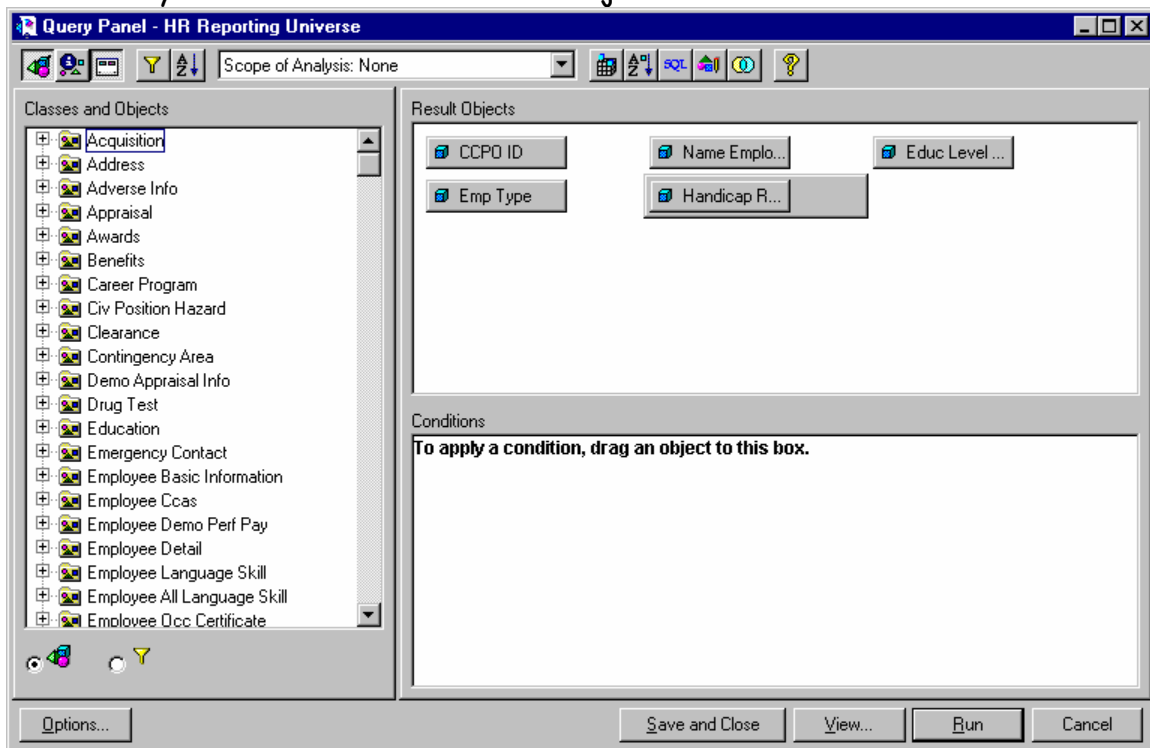


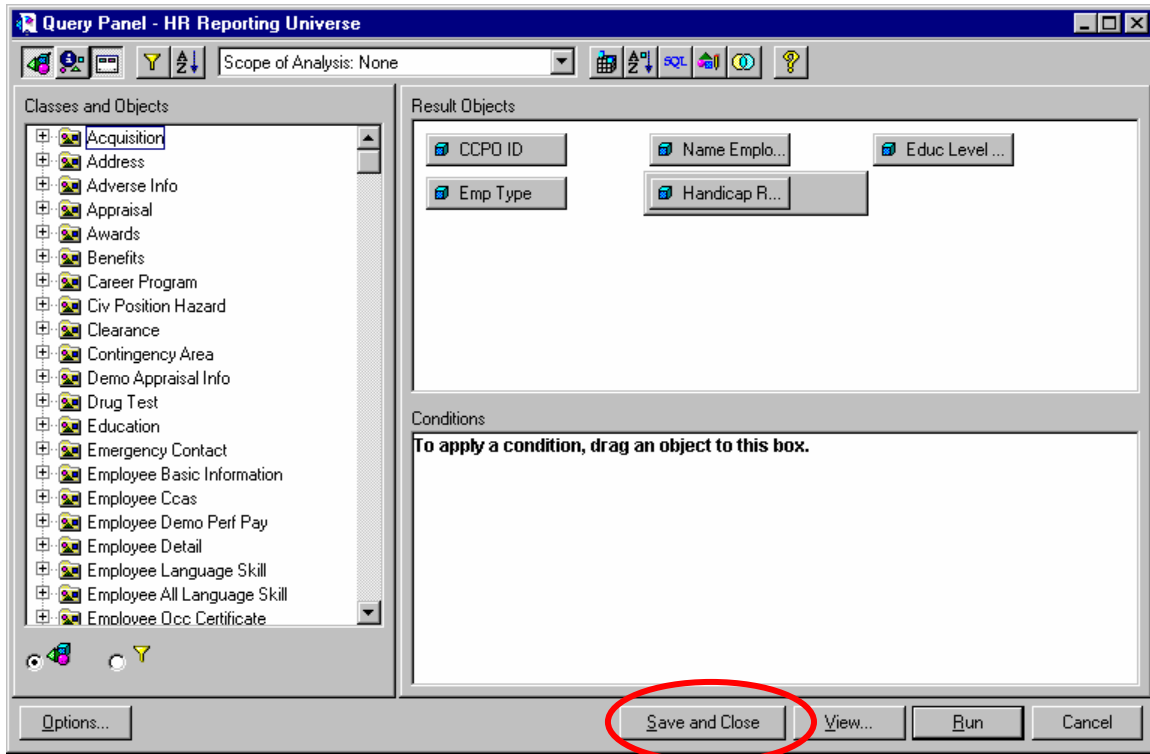
Instructions for Sending Documents to Broadcast Agent

Broadcast Agent provides you the ability to schedule your documents to be run at a later date/time either once or at different intervals and to automatically distribute them to other users. The term used in Business Objects for distributing the documents is Report Bursting. These instructions will show you how to schedule and distribute your documents.

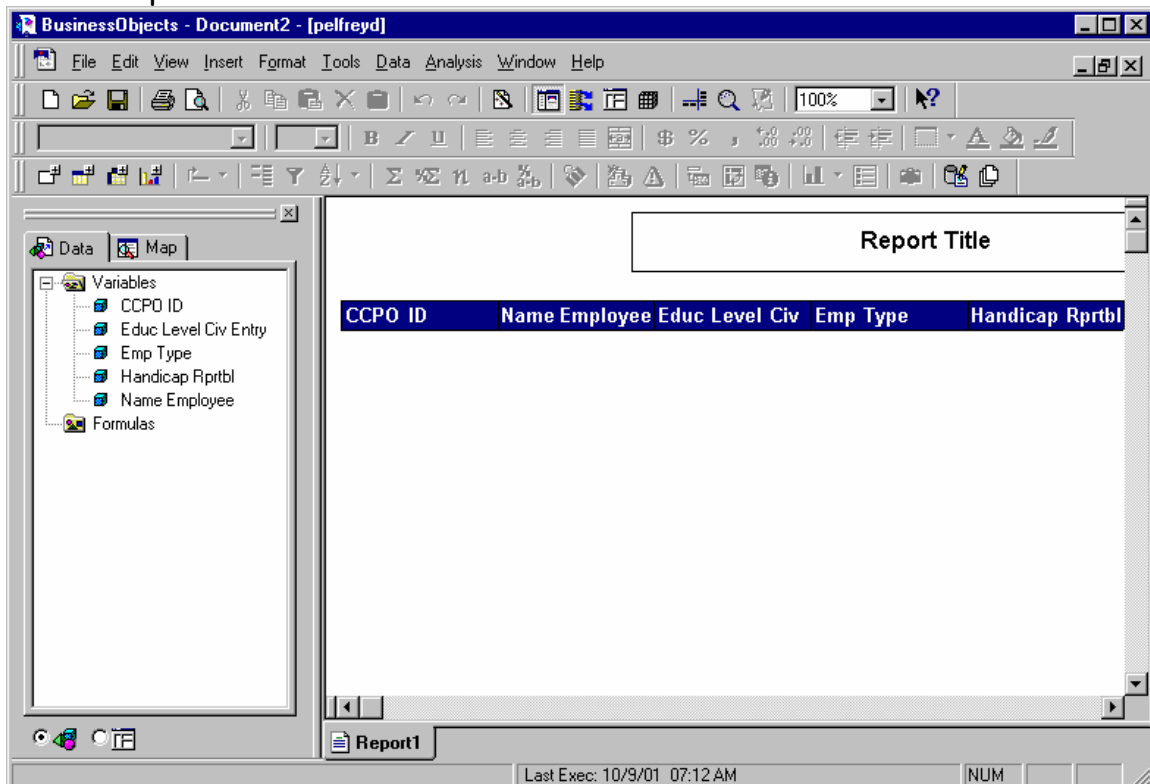
1. Create your document in Business Objects



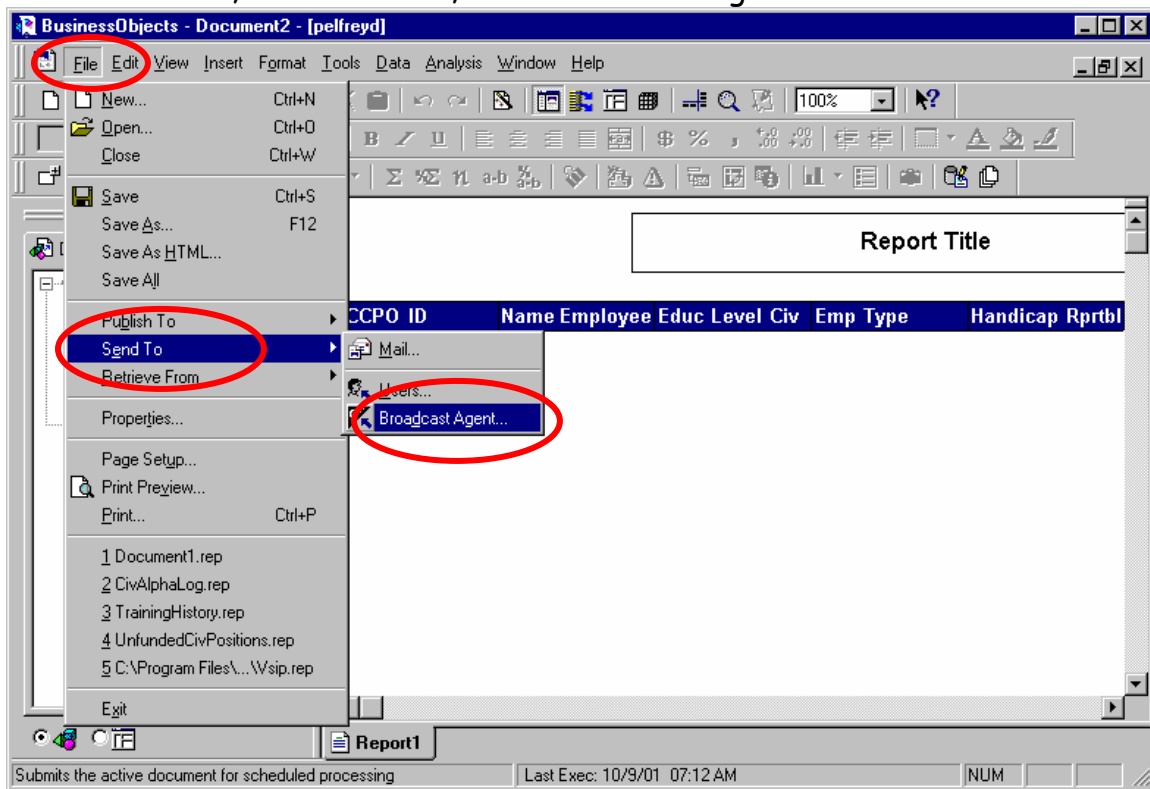
2. Click on the Save and Close button.



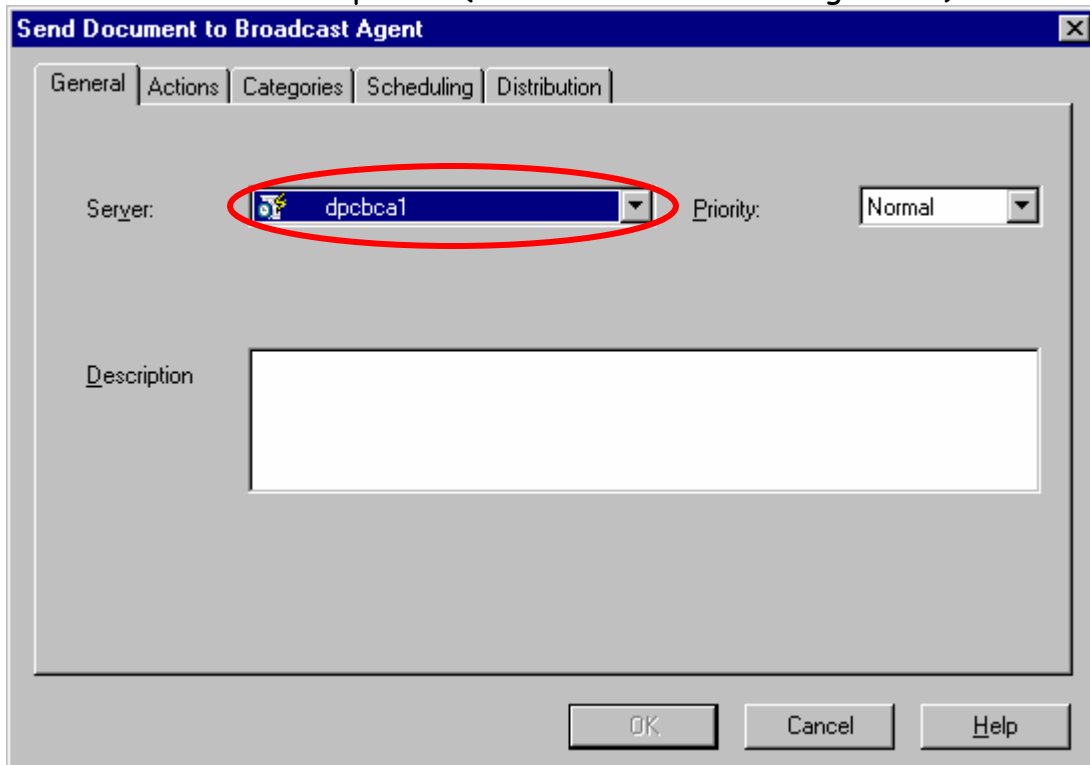
3. Your report now has no data associated with it.



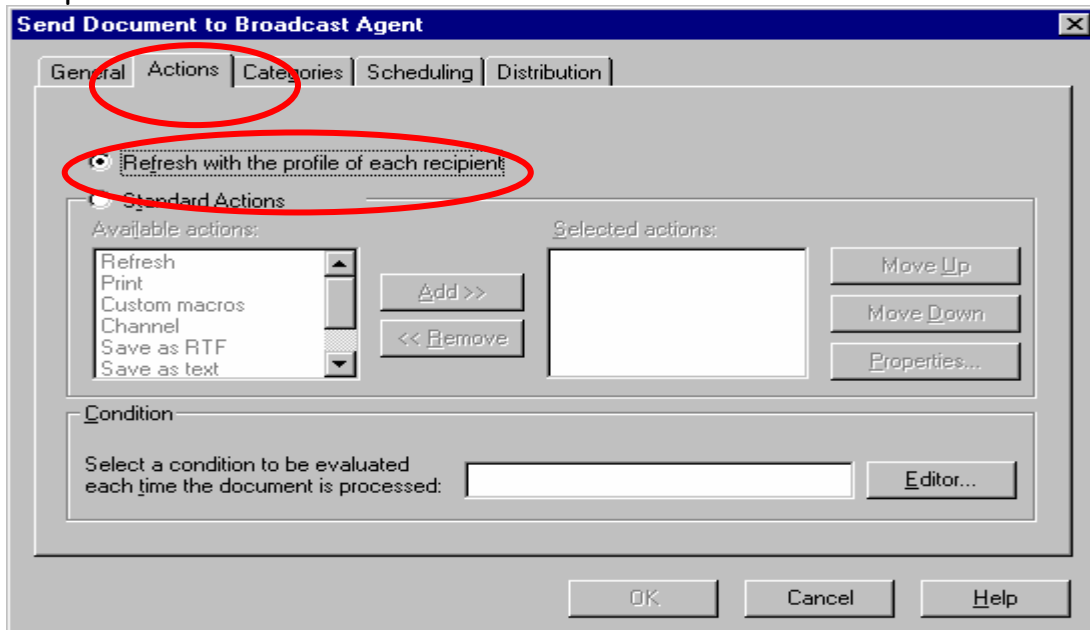
4. Click on File, then Send To, then Broadcast Agent.



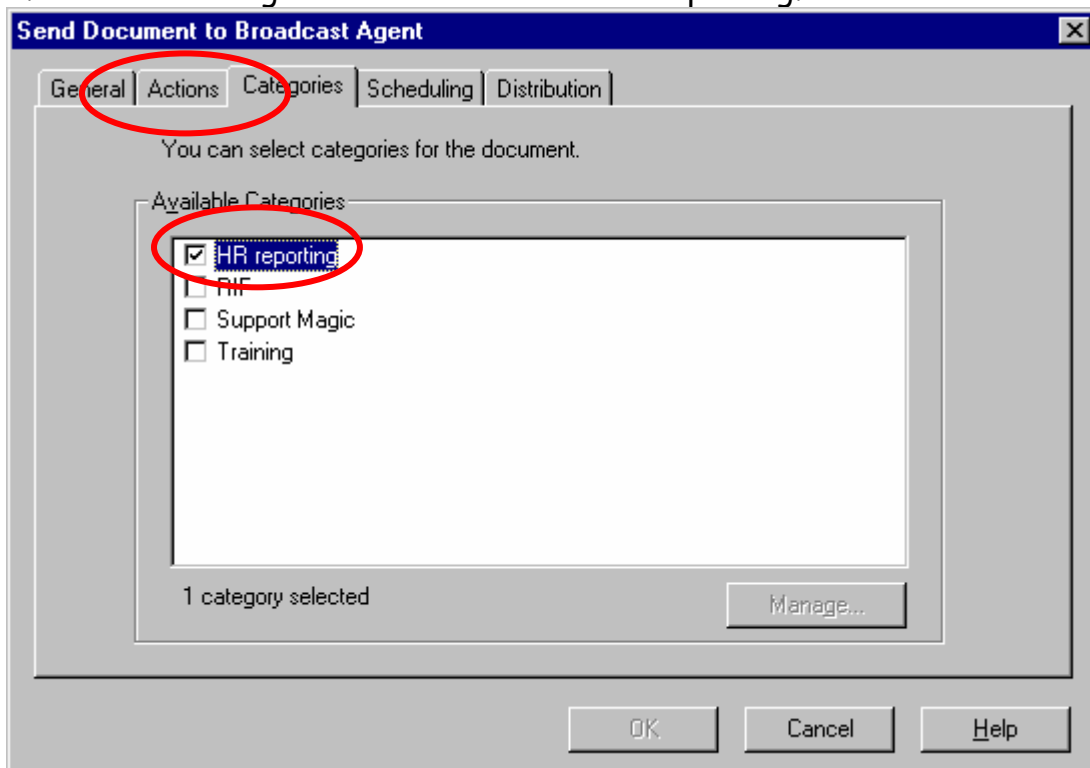
5. Select the Server dpcbca1 (This is the Broadcast Agent ID)



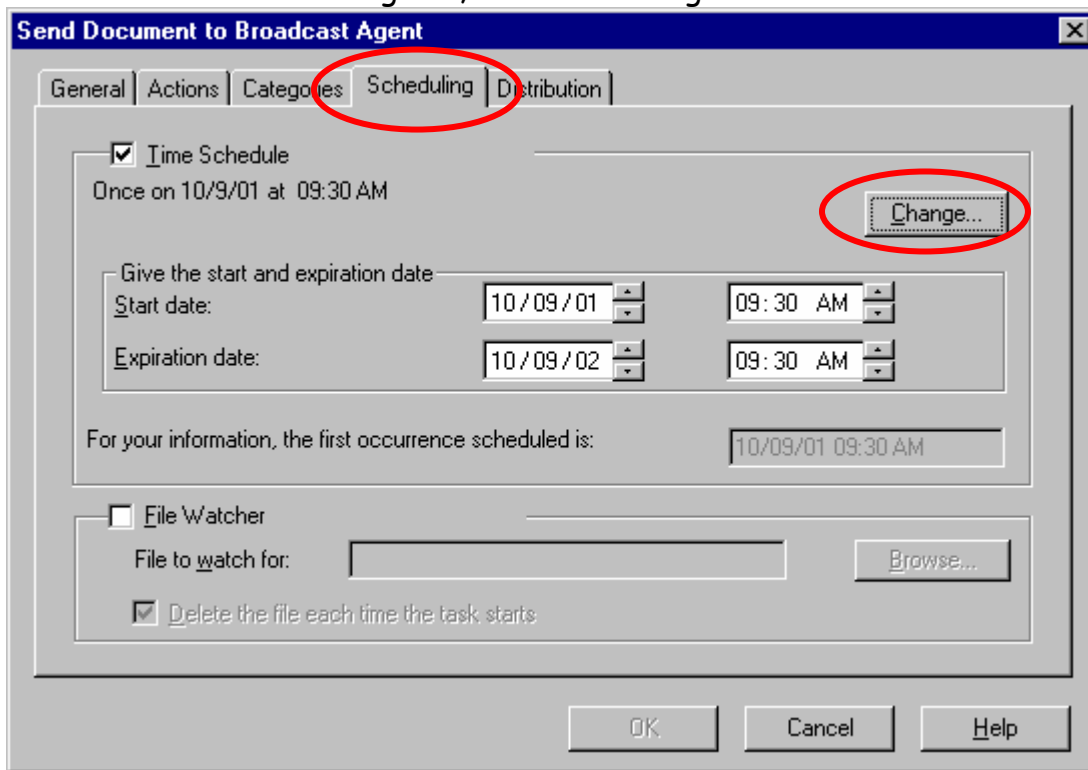
6. Click on the Actions Tab and click "Refresh with the profile of each recipient" radio button.



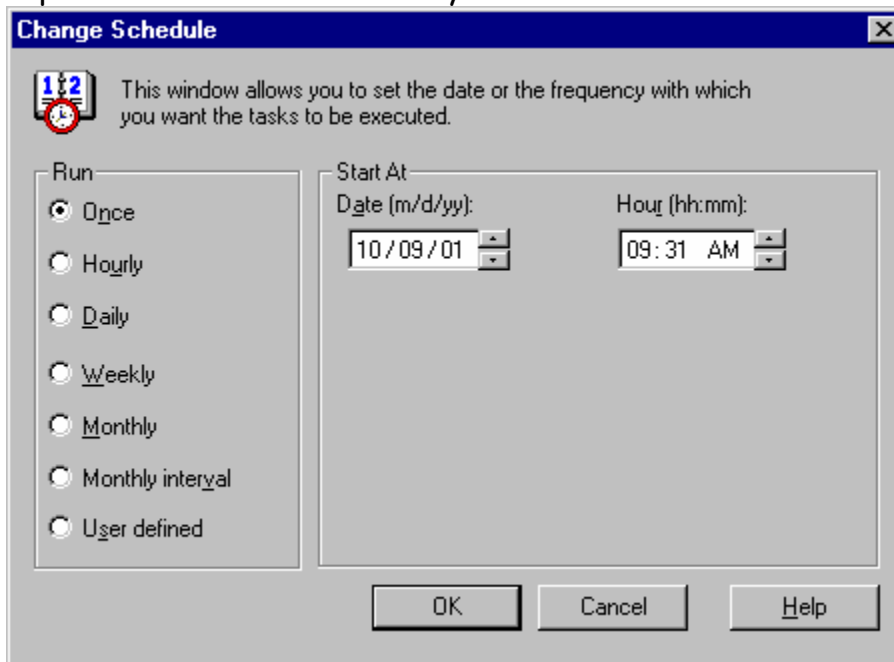
7. Click the Categories tab and choose HR Reporting.



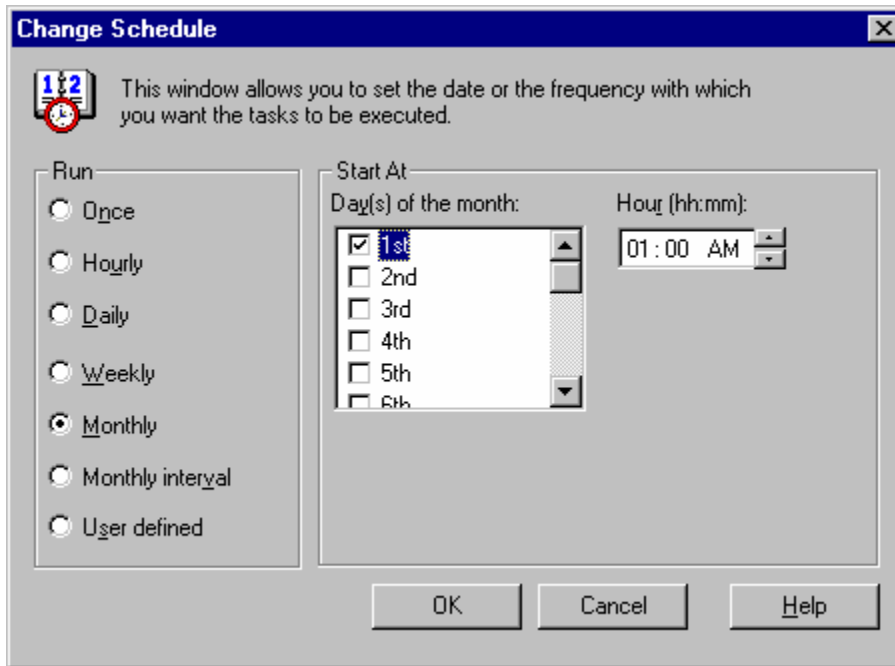
8. Click on the Scheduling tab, then the Change button.



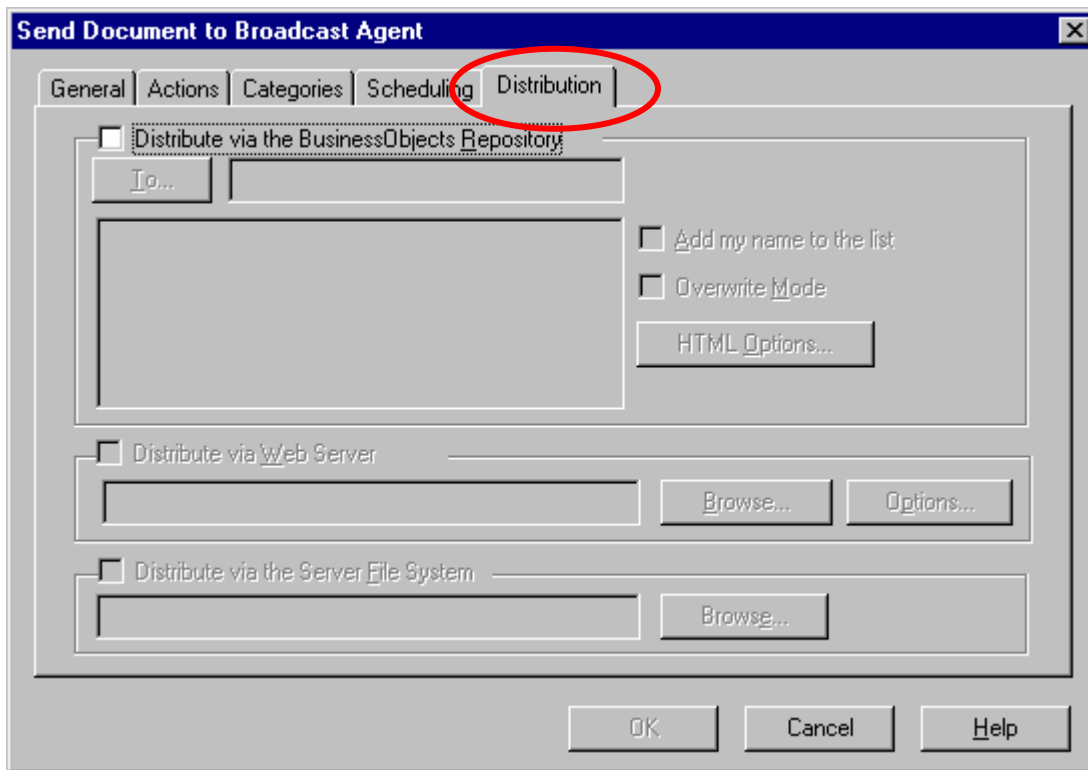
9. Here you will be able to set up the schedule to run your report. You may schedule your report to run only once or several other options. Below the report is scheduled to run only once.



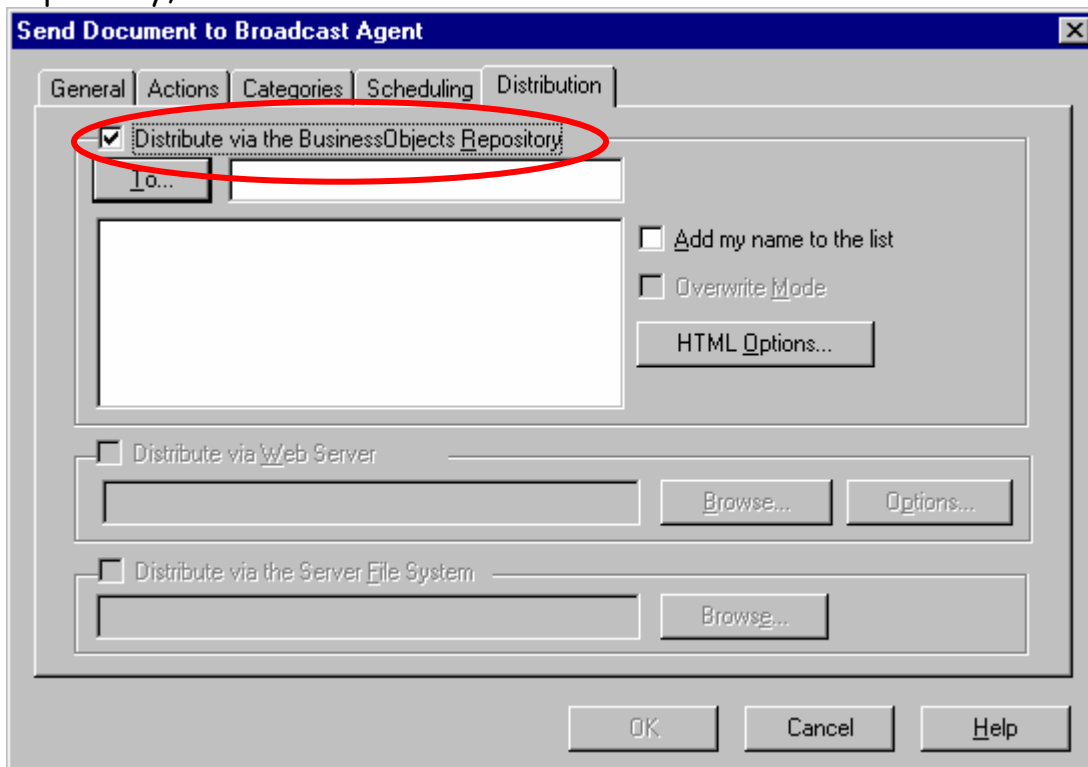
10. Here you see an example of scheduling a report to run once a month on the first of the month at 1:00 AM.



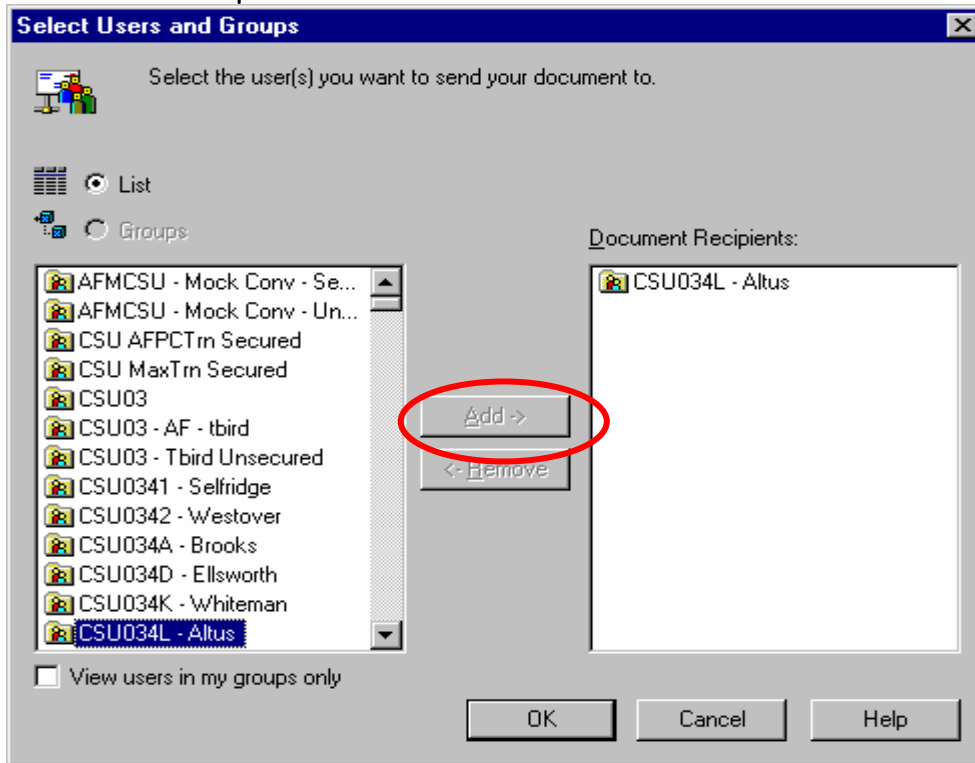
11. Click on the Distribution tab.



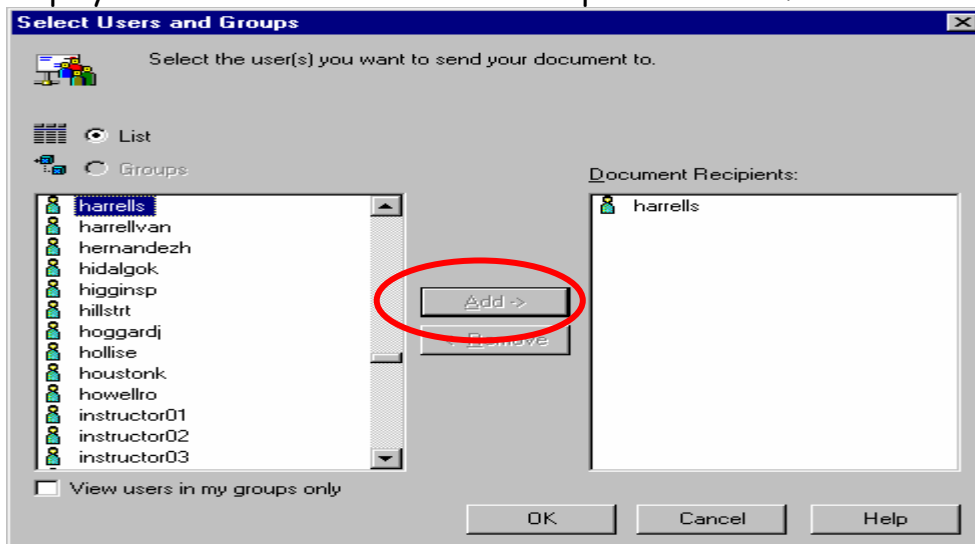
12. Click the checkbox beside "Distribute via the BusinessObjects Repository", then click the "To" button.



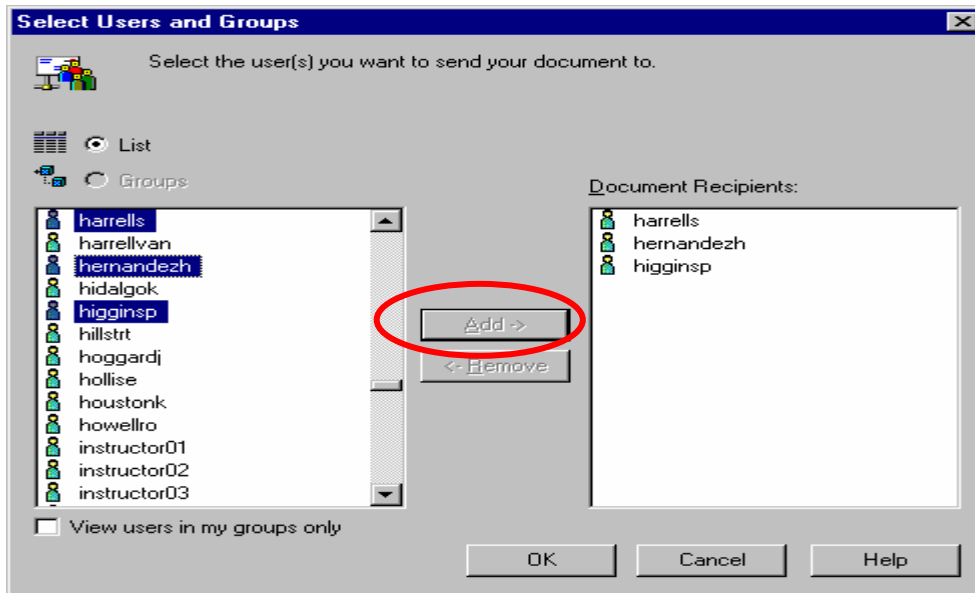
13. Here you will be able to choose the users for Broadcast Agent to distribute your report. This screen shows the capability of choosing a group. Highlight the group and click the add button or double-click on the group. This will add the chosen user to the Document Recipients side of the "Select Users and Groups" window.



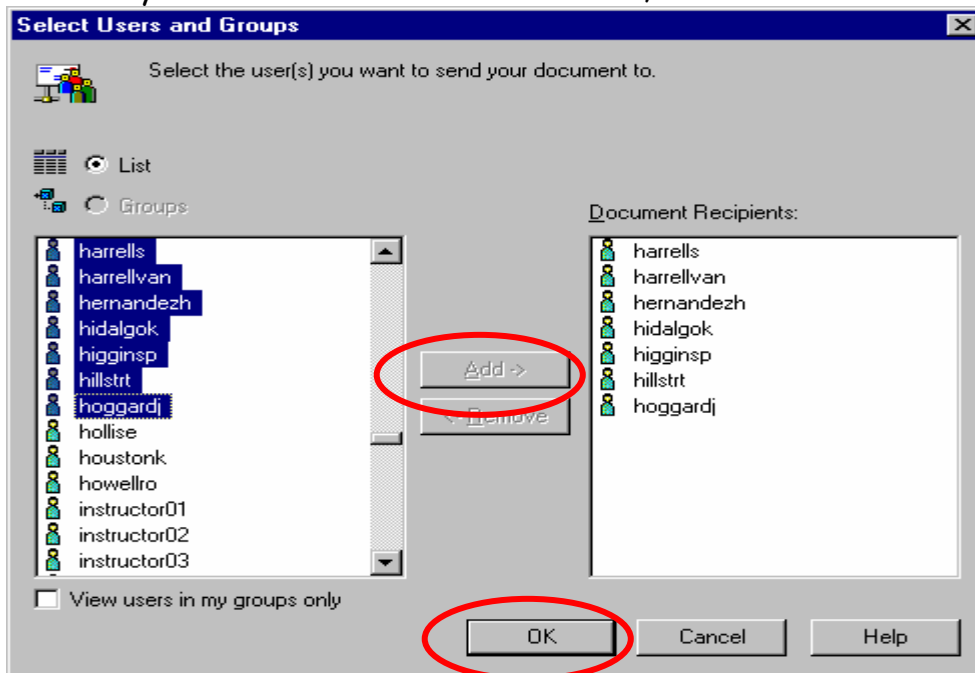
14. This window shows how to choose only one recipient. Highlight the user in the list and click the Add button or double-click on the user. This will display the user in the "Document Recipients" side of the window.



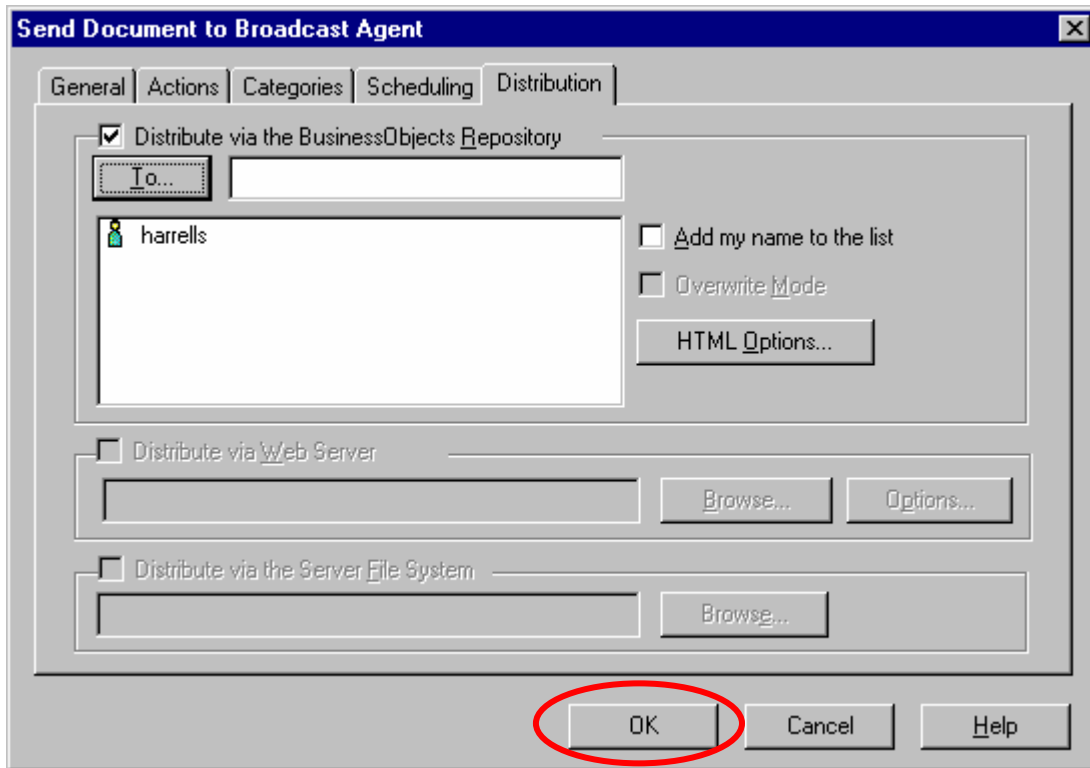
15. You may select multiple users by clicking on the first user, then holding down the Control key and clicking on other users in the List. Click the Add button to select the users.



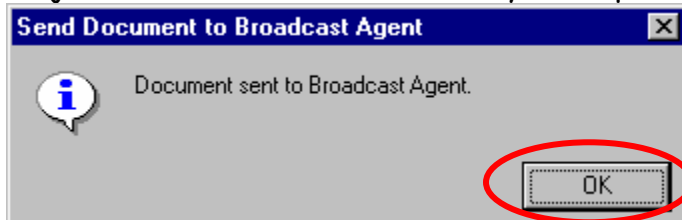
16. You may also choose multiple users in the List by clicking on the first user, and then holding down the Shift key and clicking the last user you want to receive the document, then click the Add button. Once you have selected all users you want to receive the document, click the OK button.



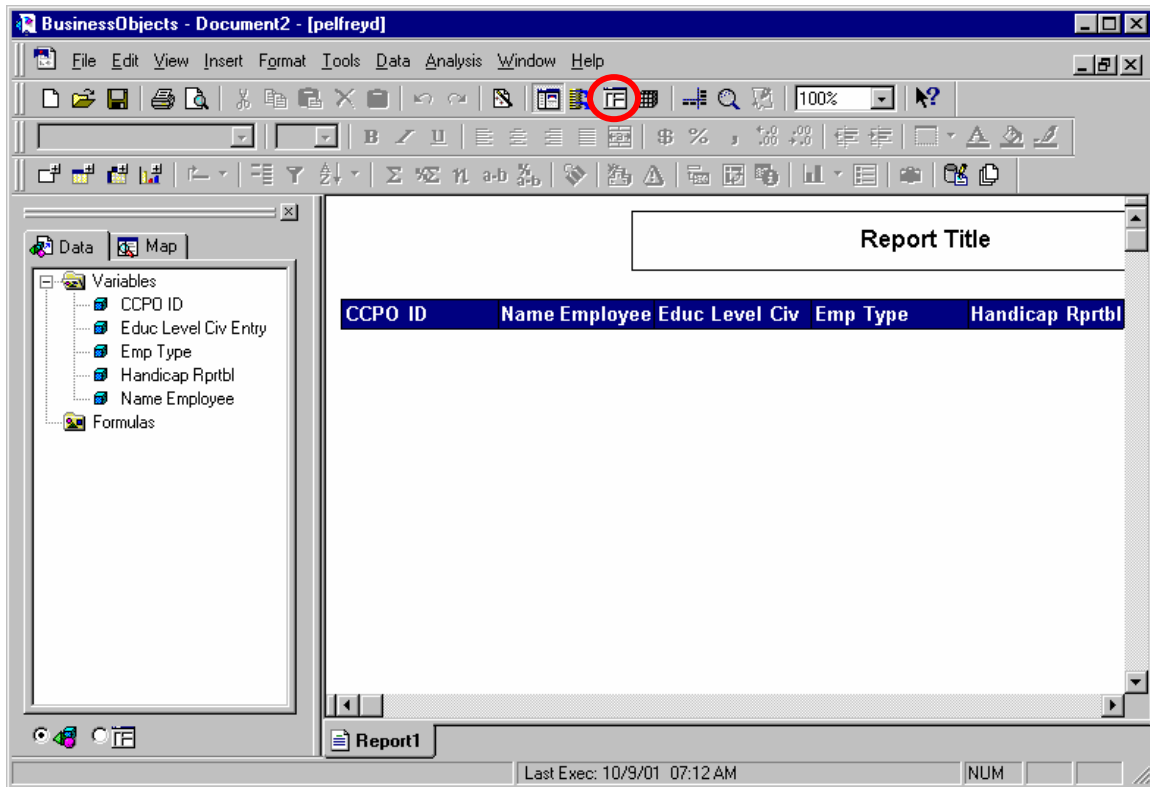
17. After clicking the OK button, the users you selected will appear in the Distribution window. Click the OK button and your document will be scheduled.



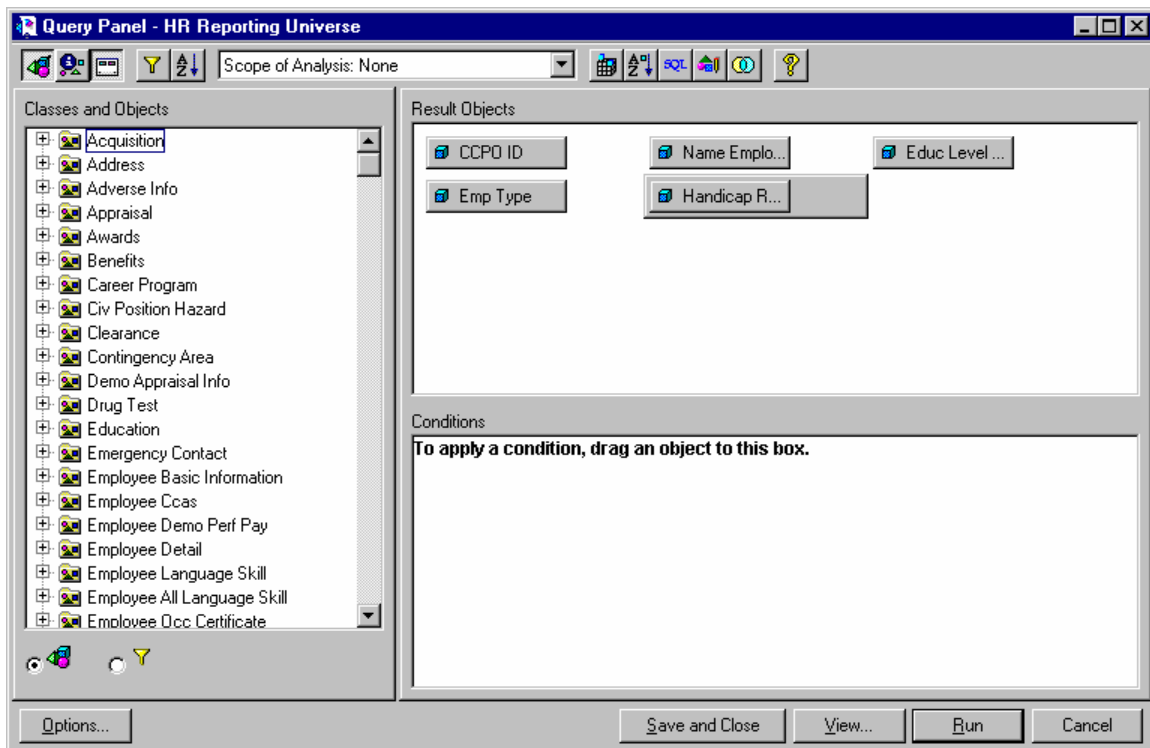
18. You will get the following screen showing that your document has been sent to Broadcast Agent. Click the OK button to return to Business Objects. You will be returned to your report.



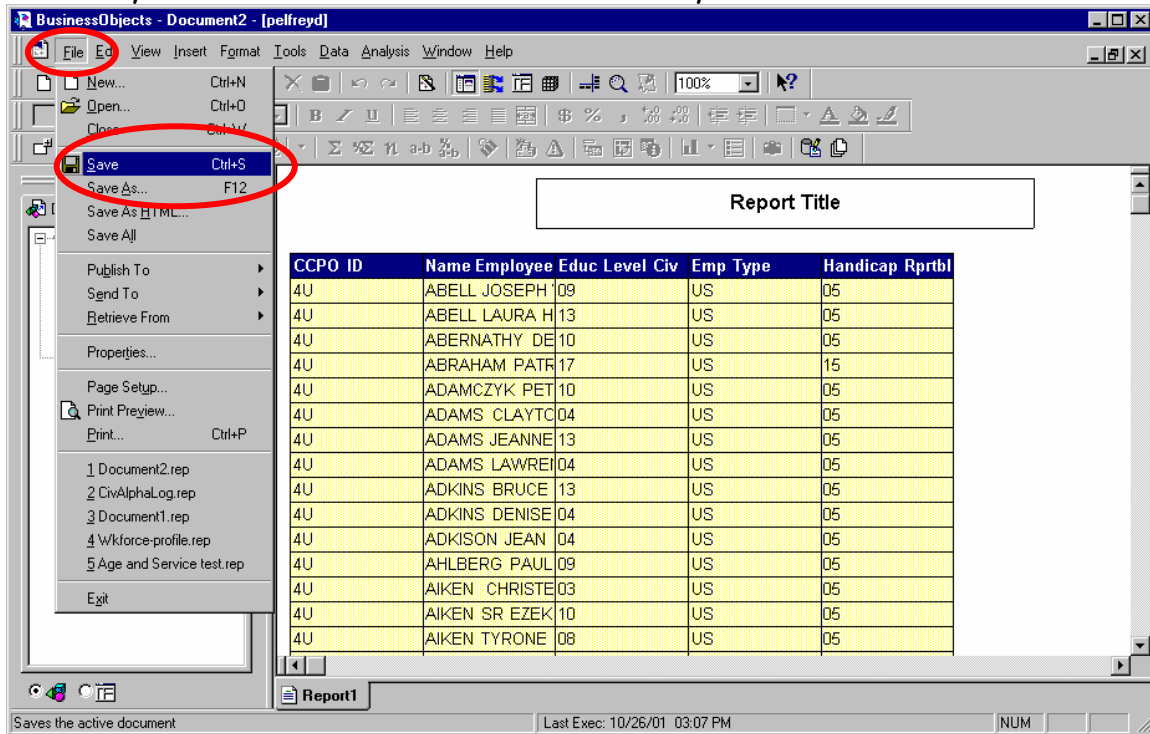
19. If you wish to run your report and save it, click on the Edit Data Provider Icon.



20. Click on the Run button.



21. From this screen, you can save the report to your hard drive by clicking File, then save. The document will automatically be saved with the .rep name displayed in the blue border at the top of the screen. You may save the document as a different title by choosing Save As versus Save. The default directory will be under the UserDocs directory.



22. Once you have saved the report, click on File then Close.

